

~~SECRET~~
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
SECTION A GENERAL					
1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
SUMMETER, ELIZABETH		12 May 12	F	GS-13	D
6. OFFICIAL POSITION TITLE		7. OFF/DIV/BR OF ASSIGNMENT		8. CURRENT STATION	
Operations Reports Officer		DDP/NE		Headquarters	
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
☒ CAREER ☐ RESERVE ☐ TEMPORARY			☐ INITIAL ☐ REASSIGNMENT SUPERVISOR		
☐ CAREER-PROVISIONAL (See Instructions - Section C)			☒ ANNUAL ☐ REASSIGNMENT EMPLOYEE		
SPECIAL (Specify):			SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From- to-)		
			(1 Jan 69--31 Dec 69)		
SECTION B PERFORMANCE EVALUATION					
U-Unsatisfactory Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C. M-Marginal Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described. P-Proficient Performance is satisfactory. Desired results are being produced in the manner expected. S-Strong Performance is characterized by exceptional proficiency. O-Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1 Is responsible for all Branch activity, prepares authoritative CI and all-source papers on subjects of priority interest; is generally responsible for supervising intelligence reporting in the Branch.					RATING LETTER S
SPECIFIC DUTY NO. 2 Provides management and operational support to the FI/CI and activity in her area.					RATING LETTER P
SPECIFIC DUTY NO. 3 Acquires and maintains knowledge of the area and monitors the intelligence product in order to formulate the information requirements and intelligence collection guidance to the field, drafts all operational correspondence as well as memoranda for other Headquarters components.					RATING LETTER S
SPECIFIC DUTY NO. 4 Represents the Branch for her area in dealing personally with other elements of the Agency.					RATING LETTER P
SPECIFIC DUTY NO. 5 Monitors, and where necessary, assists in the provision of administrative logistical, technical and communications support to the field.					RATING LETTER S
SPECIFIC DUTY NO. 6					RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION					RATING LETTER
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					S

FORM 7-69

45

OBSOLETE PREVIOUS EDITIONS

~~SECRET~~
 GROUP 1
Excluded from automatic
downgrading and
declassification

(b)(3)

(b)(3)

(b)(1)

(b)(3)

(b)(3)

(b)(1)

(b)(3)

(b)(3)

(b)(3)

(b)(3)

(b)(3)

(b)(6)

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

MAY 8 12 56 PM '70
Miss Sudmeier performs her regular duties in such a quiet, efficient and business like manner that her unusually efficient performance has become routine. She has acquired and maintained an unusually complete knowledge of events and personalities in the [] and has used this knowledge effectively in supervising the intelligence reporting activity of the Branch. As part of her overall duties she was responsible for the preparation of the Branch's contribution to the NIS and was commended for the superior manner in which she carried out this task.

Miss Sudmeier was responsible for the supervision of [] employee for most of the period covered by this report. Although she is not by nature a strong supervisor, she has fulfilled this responsibility in a competent manner.

SECTION D

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE	
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT	
DATE 4 May 1970	SIGNATURE OF EMPLOYEE Elizabeth Sudmeier
2. BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION (See Narrative) four months	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION (b)(3) (b)(6)
DATE 1 May 1970	OFFICIAL TITLE OF SUPERVISOR DC/NE/[]
3. BY REVIEWING OFFICIAL	
COMMENTS OF REVIEWING OFFICIAL (b)(3) I concur. Elizabeth Sudmeier is one of the long-experienced, fully dedicated, efficient intelligence support officers that the Service is so dependent upon. In her substantive work she is clearly superior in performance. An identifiable weakness is her limited potential in supervising others. In her present job, however, this has been more than overbalanced by her other abilities.	
DATE 4 May 1970	OFFICIAL TITLE OF REVIEWING OFFICIAL DCNE/[]

SECRET

(b)(3)